Northern Territory Aboriginal Health

Key Performance Indicator Information System

Australian Government
Department of Health and Ageing

AMSANT

Northern Territory Government
Department of Health and Community Services

NT Aboriginal Health Key Performance Indicator Information System

Interim Data Collection Tool

User Manual

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1 Introduction

The NT AHKPI system is a collaboration between the Northern Territory Aboriginal Health Forum (AHF) partners to develop a Northern Territory wide primary health care performance reporting system for collecting and reporting key performance indicator (KPI) data. These KPI's were developed to provide information to support health services in planning activities and in contributing to evidence based reporting requirements.

In order to collect KPI data at health services using a paper based client information system, Health Services Information have developed an Interim database to facilitate data collection. The Interim Data Collection Tool is designed according to business rules established by the Remote Health Branch to assist health centres to collect and store client demographic and consultation information, including telephone consultation. KPI data can be extracted from this demographic and consultation information as a standard report.

The aim of this User Manual is to provide guidance to users of the Interim Data Collection Tool. The tool is developed using Microsoft Access 2000 and works in a networked multi-user environment.

2 Getting Started

To open the database, double click on the **KPI Interim DB** icon on the desktop.

3 Database

There are two sections on the main screen when you open the database:

- Section A: Client Demographic Information.
- Section B: Consultation Information.

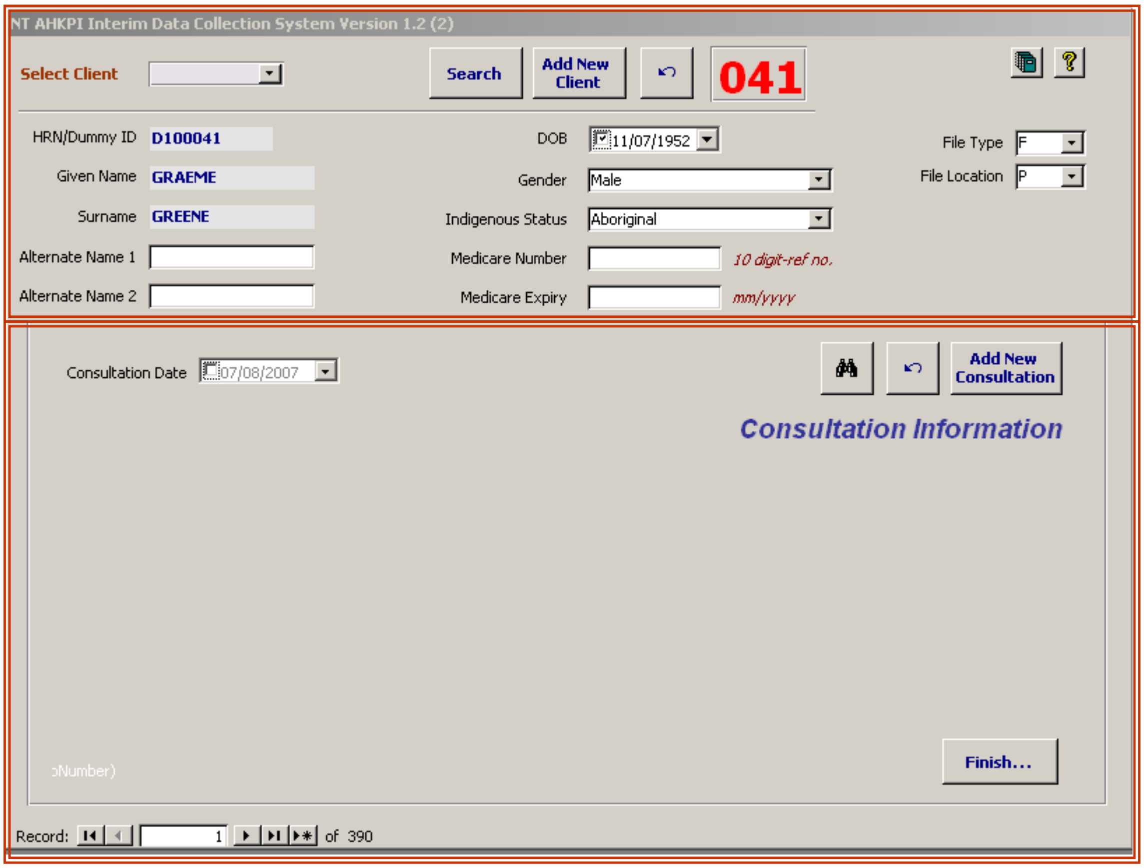
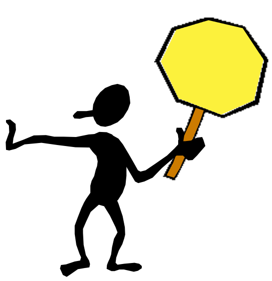


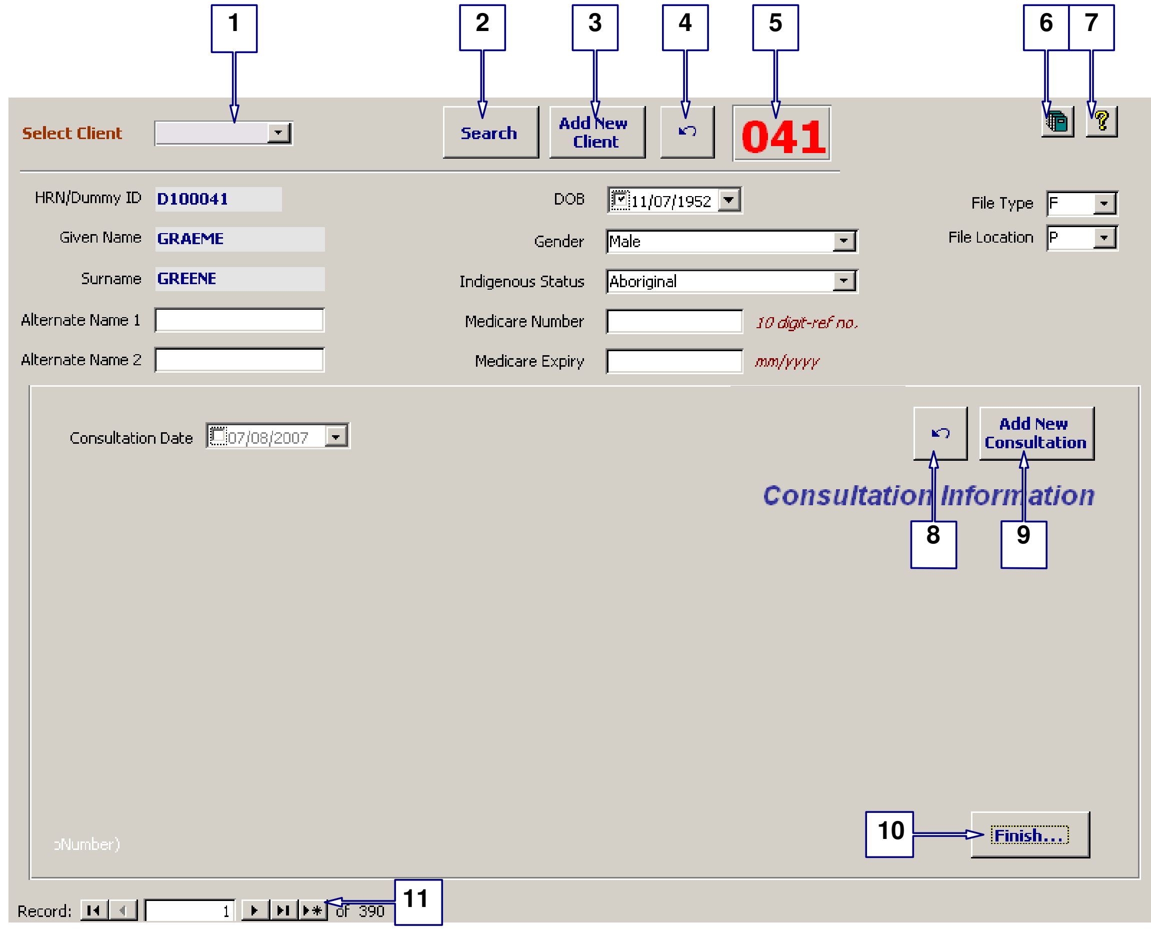
Figure 1: Database Main Screen

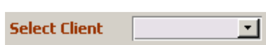
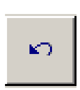
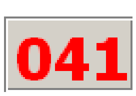


The fields in **Section B** do not appear until the button '**Add New Consultation'** button is pressed.

3.1 Tools, Icons and Functionality

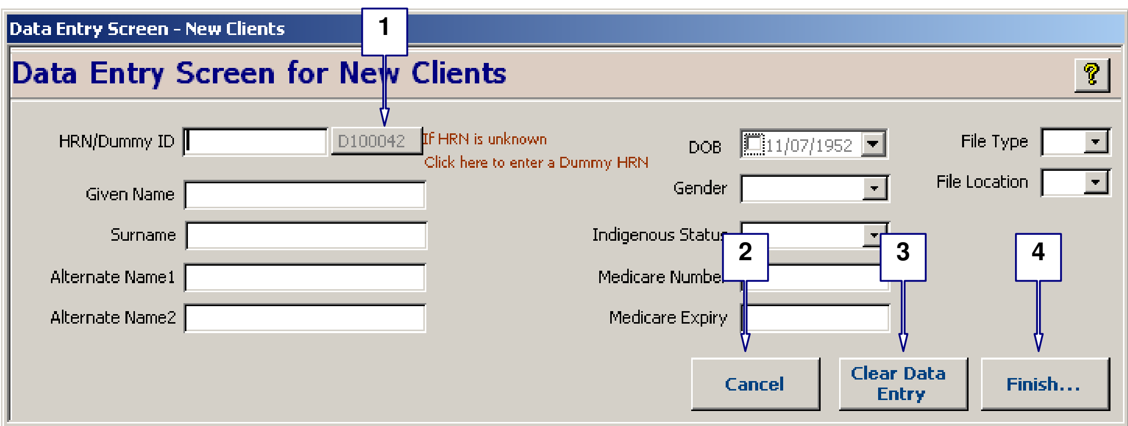
3.1.1 Main Screen



No	Icons	Title	Purpose
1		Select Client	To select a client from the database.
2		Search	To search the database for client records.
3		Add New Client	To register a new client on the database.
4		Undo	To undo the previous action.
5		Medical Record Index	Medical Records are stored according to the last three digits of the client's HRN. This index provides storage information for the paper based medical record.
6		Report	To open the Reports Menu.

No	Icons	Title	Purpose
7	?	Help Menus	To open the Help Menus.
8		Undo	To undo previously entered consultation information.
9	Add New Consultation	Add New Consultation	To enter a new consultation record for a client.
10	Finish...	Finish Data Entry	Complete the clients consultation information and save.
11	Record: 65 of 392	Record Navigation Keys	Used to navigate through the clients demographic records
		Drop-down Arrow	Allows selection from a range of options for the field

3.1.2 Data Entry Screen



No	Icons	Title	Purpose
1	D100042	Dummy ID Generator	Use this button to generate a Dummy ID if the clients HRN is not known.
2	Cancel	Cancel	Cancel the current data entry and return to the main screen
3	Clear Data Entry	Clear	Clear the current data entry and reset the form to blank
4	Finish...	Finish…	Finish the new clients details and return to the main screen.

3.1.3 Section A – Client Demographic Information

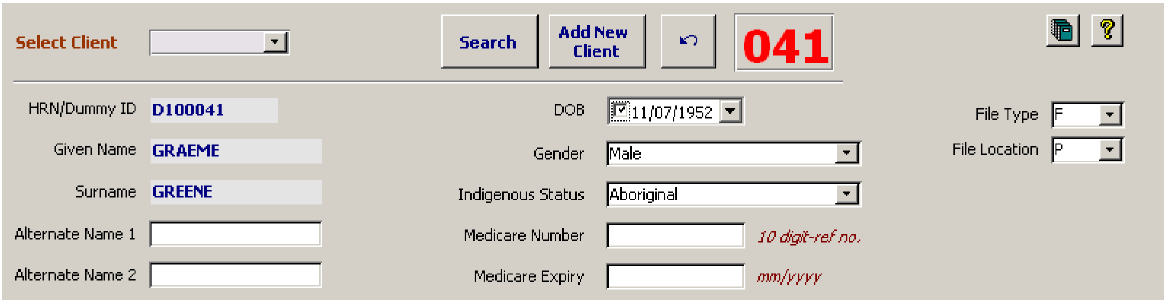


Figure 2 Section A - Client Demographic Information.

Field Name	Description
HRN/Dummy ID	This is the clients HRN or Dummy ID.
Given Name	Client's given name.
Surname	Client's family name.
Alternate Name 1	Client's alternate name 1 (Given or Surname).
Alternate Name 2	Client's alternate name 2 (Given or Surname).
DOB	Client's Date of Birth.
Gender	Client's gender status. There are 4 gender categories, these are: 1. Male. 2. Female. 3. Intersex or indeterminate. 4. Not stated/inadequately described.
Indigenous	Clients Indigenous status. There are 5 Indigenous categories, these are : 1. Aboriginal. 2. Torres Strait Islander. 3. Aboriginal & Torres Strait Islander. 4. Neither Aboriginal nor Torres Strait Islander. 5. Not Stated.
Medicare number	Client's Medicare number comprising a "10 digit number - reference number" (eg: 1234567890-1).
Medicare expiry	Medicare card expiry date, mm/yyyy (eg: 02/2008) format
File Type	Medical record type. There are 2 choices: 1. Full medical record or 2. Partial medical record.
File Location	Medical record location. There are 2 choices 1. Primary storage or 2. Secondary storage.

3.1.4 Section B – Consultation Information

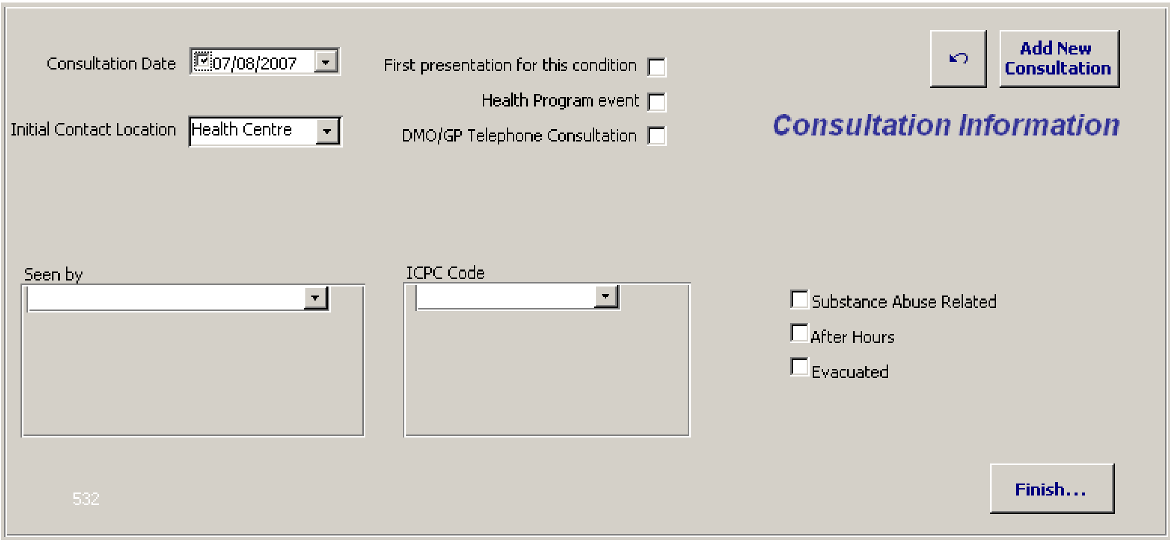


Figure 3 Section B – Consultation Information.

Field Name	Description
Consultation Date	Date the Consultation is provided.
Initial Contact Location	Where initial consultation takes place.
First presentation for this condition	Indicates if this consultation is the first presentation of this condition. Tick if true.
Health Program Event	Indicates if this is a Health Program Event. Tick if true. If this option is selected a further data entry screen will appear .
DMO/GP Telephone Consultation	Indicates if this consultation is conducted with the DMO/GP over a telephone. Tick if true.
Seen By	Which health professional is providing the consultation? A client may be seen by more then one health professional. Multi-entry is available.
ICPC Code	International Classification of Primary Care code/s to describe the consultation. A consultation may include more than one ICPC code. Multi-entry is available.
Substance abuse related	Indicates if this consultation is related to substance abuse. (eg: a person is injured by someone who has been drinking alcohol). When selected a window providing 'substance' options will appear. Multi-entry is available.
After Hours	Select if the consultation occurred before/after normal Health Centre business hours.
Evacuated	Select if the client is evacuated to another facility, eg hospital.

4 Data Entry Procedure

The database is designed to record information regarding consultations, including telephone consultations. Daily data entry should occur during or after a clinical consultation or at the end of a working day. The procedure is:

4.1 Locating a Client Record

There are 2 methods to locating a client's demographic information. These are:

4.1.1 Select Client

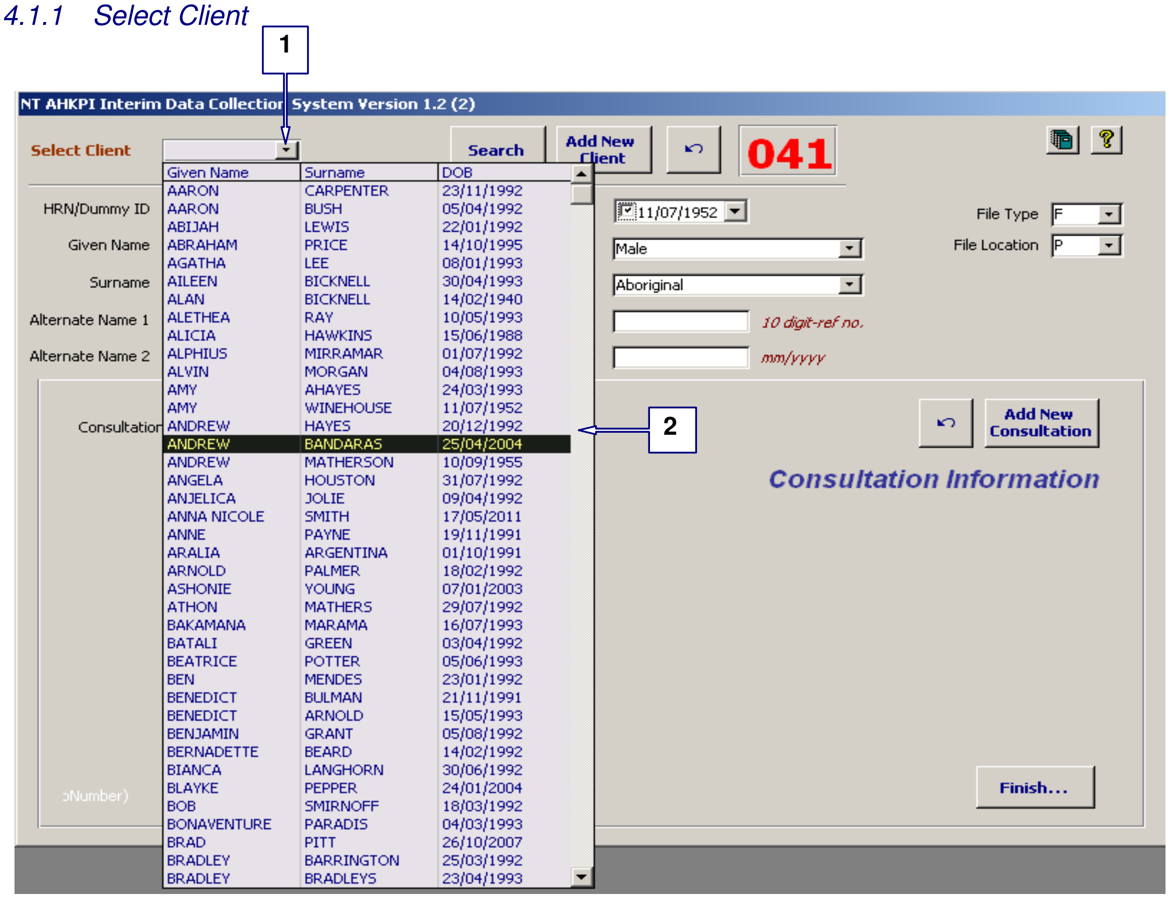
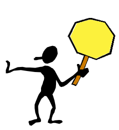


Figure 4 "Select Client" - Locating a Client Record on the database

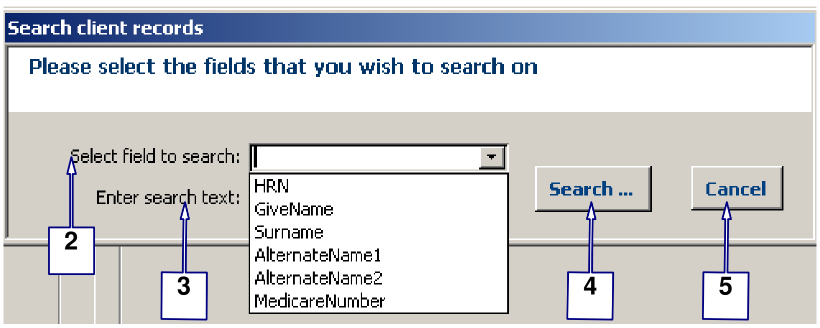
1. Click on the drop-down arrow at the "**Select Client**" field. If the client's name does not appear then the clients demographic details do not exist and a **New Client** record will need to be created. Please refer to **Section 4.2 Add New Client** for instruction on adding a new client.
2. The client list is sorted by Given Name. Locate the clients Given Name on the drop down list. If the client's name is on the list, click on the client's name to open the client's record.



When opening or saving a client's record, a message box will appear if the fields **DOB**, **Gender**, **Indigenous Status** and **File Type** are not completed. Complete any empty fields as require before continuing on entering consultation details.

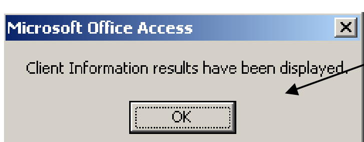
4.1.2 Search for Client

You can search for a client using their **HRN**, **Given Name**, **Surname**, **Alternate Name 1**, **Alternate Name 2**, or **Medicare Number.**

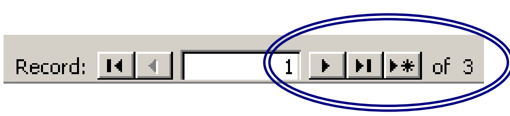


1. Click on the Search button. The search screen will appear.
2. Select the field that you wish to search on.
3. Enter the text that you wish to search for and
4. Press the **Search**… button or
5. Press **Cancel** if you wish to cancel the search and return to the Main Screen.

If a client or a number of clients match the search criteria then the results will be displayed in **Section A** of the **Main Screen** with the following message:



Press **OK** to continue.



Record Navigation Keys.

In the example above the search criteria has identified 3 clients who match the search criteria. If there is more than one client matching the search criteria, then the record navigation keys (located at the bottom of the Main Screen on the left hand side) can be used to move through the different clients.

4.2 Add New Client

If a client does not exist then you will need to create a new client record.

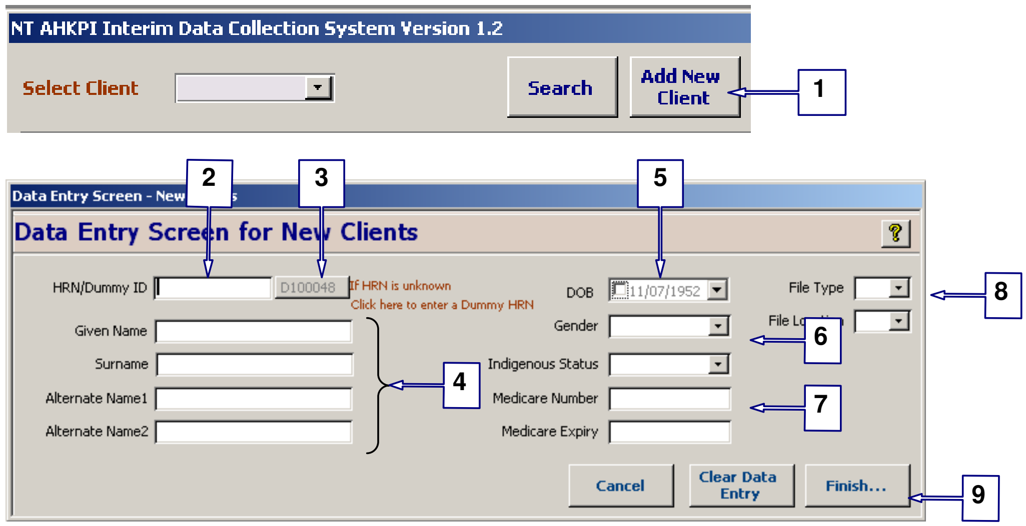
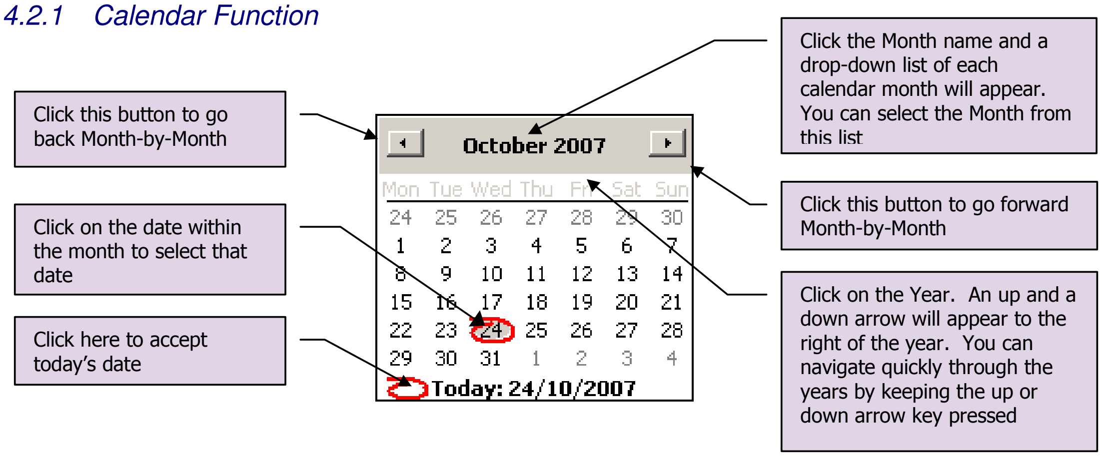


Figure 5: "Add New Client" to Database

1. Click on the "**Add New Client**" button. This will cause the **Data Entry Screen for New Clients** to open and the **Main Screen** to close.
2. Enter the client's **HRN** if known. The "**HRN/Dummy ID**" information is mandatory.
3. If a client does not have a **HRN** or if the **HRN** is unknown click the "**HRN/Dummy ID**" button to create a **DummyID**.
4. Enter the "**Given Name**", "**Surname**", and "**Alternate Name 1**" and "**Alternate Name 2**" as applicable.

4.2.1 Calendar Function



5. Enter the client's date of birth by clicking in the "**DOB**" field. There are a number of ways to select and enter a date. You type the date in "**dd/mm/yyyy**" format, or you can select a date using the calendar functions as described above.

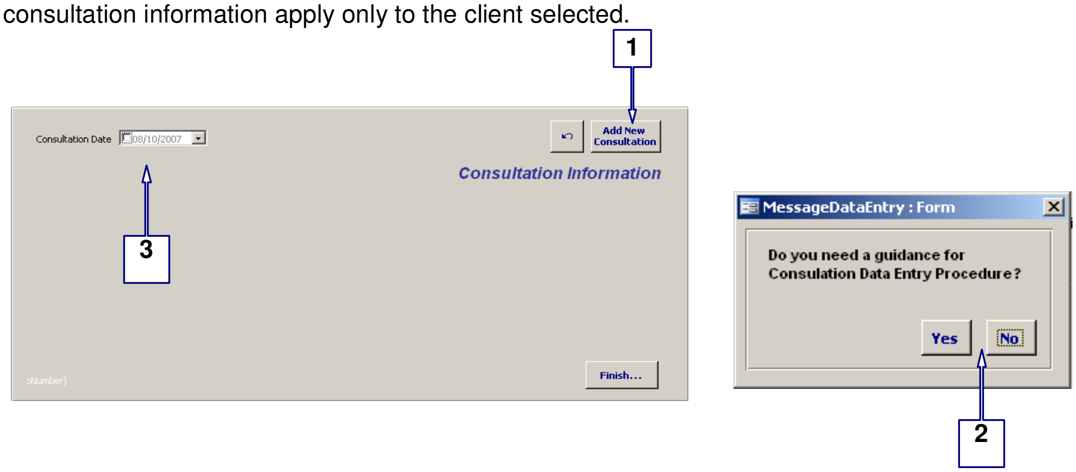
6. Enter the "**Gender**" and "**Indigenous Status**" details by clicking on the drop-down arrow beside the field and selecting an appropriate option.

Gender Options	Indigenous Status Options
Male.	Aboriginal.
Female.	Torres Strait Islander.
Intersex or indeterminate.	Aboriginal & Torres Strait Islander.
Not stated/inadequately described.	Neither Aboriginal nor Torres Strait Islander.
	Not Stated.

7. Enter the "**Medicare Number**" comprising a "10-digit number and reference number" (eg: 1234567890-1); and the "**Medicare expiry**" date from the card as "mm/yyyy" (eg: 02/2008)
8. Enter the "**File Type**" and "**File Location**" fields by clicking on the drop-down arrow beside the field and selecting an option.
9. Click on the "**Finish…**" button to save the clients information.

4.3 Add New Consultation Record

Consultation information is linked to an identified client record. Therefore changes within the consultation information apply only to the client selected.



1. To add new consultation information, including telephone consultations, click on the "**Add New Consultation**" button.
2. Select **Yes** if you need help with entering consultation information. Select **No** if you wish to proceed directly to entering consultation information.
3. Enter the client's consultation date by clicking on the Consultation Date field. Please refer to Section **4.2.1 Add New Client – Calendar Function**, for information on using the Calendar. Once the Consultation Date has been entered, the rest of the consultation information fields will be displayed.

4.3.1 Consultation Information Data Entry Screen

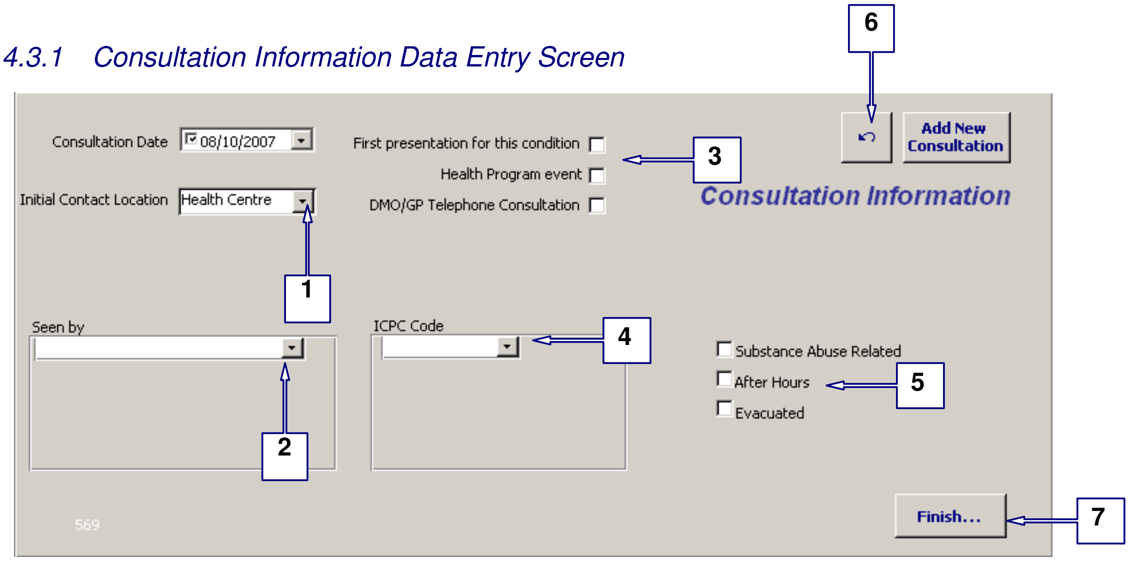


Figure 6 "Add New Record" to Consultation Information

1. Select an **Initial Contact Location** for this consultation from the drop-down list. Click on the arrow beside the "**Initial Contact Location**" field to select the appropriate option. There are 5 options available, these are:

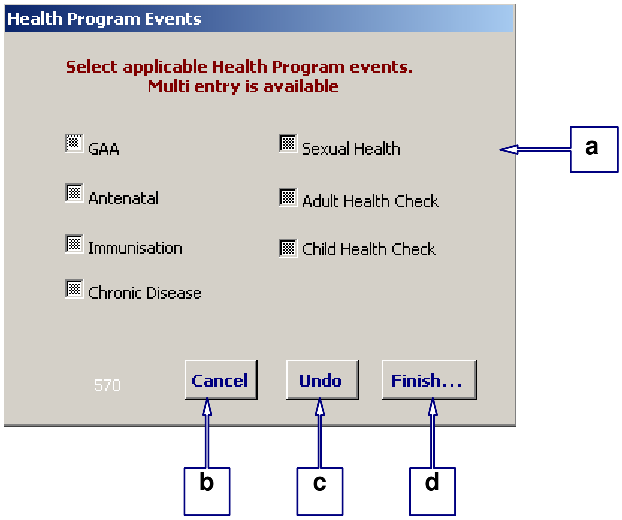
Initial Contact Location Options
Health Centre.
Home Visit.
Outstation.
Telephone.
Other.

2. Select a **Seen By** option from the drop down list. Click on the arrow beside the "**Seen By**" field to select the appropriate option. There are 25 options available, these are:

Seen By Options			
AHW.	Dentist/Dental Technician.	Occupational Therapist.	Physician.
RAN.	Endocrinologist.	Optometrist/Ophthalmologist.	Physiotherapist.
GP/DMO/RMP.	Enrolled Nurse.	Outreach Midwife.	Podiatrist.
Cardiologist.	Mental Health Worker.	Pediatrician.	Psychologist.
Child Health Nurse.	Nutritionist/Dietitian.	Pathologist.	Public Health Nurse.
Remote Women's Health Educator.	Renal Physician.	Speech Therapist.	Surgeon.
Supervised Student.			

3. Select any of these options by clicking in the box, if these options are true. If Health Program event is true then a Health Program Events screen will appear.

4.3.1.1 Health Program Events Data Entry Screen.



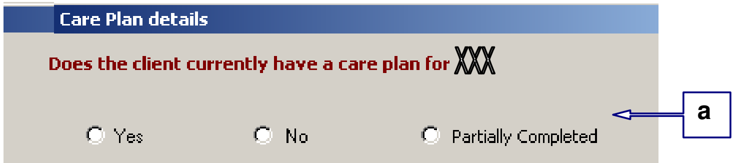
a. Select the appropriate Health Program event(s) by clicking on the boxes.
b. Select the **Cancel** button to cancel this data entry task and return to the Main Screen.
c. Select the **Undo** button to reset the Health Program Events screen.
d. Select the **Finish**… button to finish this data entry task, save the Health Program event information and return to the Main Screen

4. Enter the ICPC Code. Click on the drop-down arrows beside the fields to select an appropriate option.
   For some ICPC codes selected; a sub-form window may appear, providing fields for additional information. These codes are highlighted:

KPI Code	Description
R95	COPD.
K74	Coronary Heart Disease.
T90	Diabetes.
A30	Health Check.
U88	Kidney Disease.

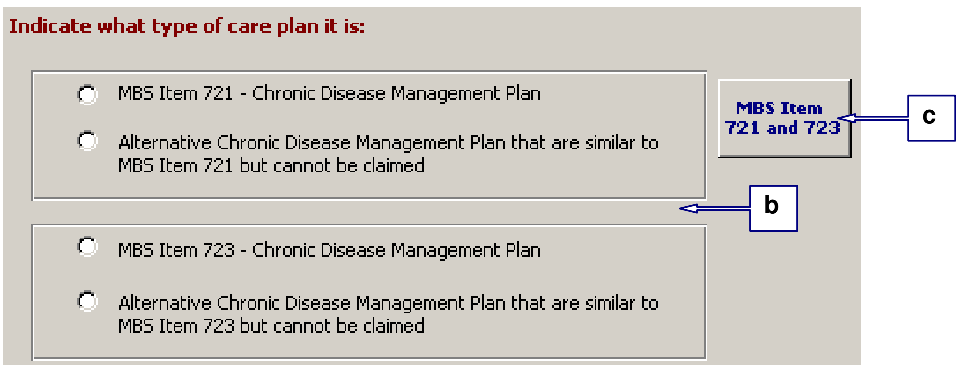
4.3.1.2 Preventable Chronic Disease Care Plan Data Entry Screens.

There are 3 Preventable Chronic Disease Care Plan data entry screens. These screens are identical in function and appearance. The differences are minor and cosmetic, with each screen referring to the particular ICPC code selected.



a. Select **Yes**, **No** or **Partially Completed**. Depending on your selection, different sections of the screen will become active.

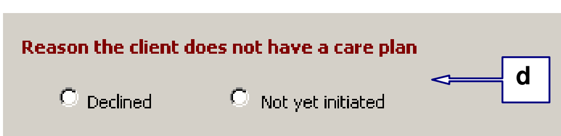
- If **Yes** or **Partially Completed** is selected the following section of the screen will become active.



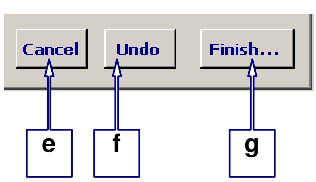
b. Select the type of care plan that the client is on. You can select one choice from each box.

c. If you need further clarification on the MBS Items then select this button for an information screen on these MBS Items.

- If **No** is selected the following section of the screen will become active.



d. Select the reason why the client is not currently on a care plan.



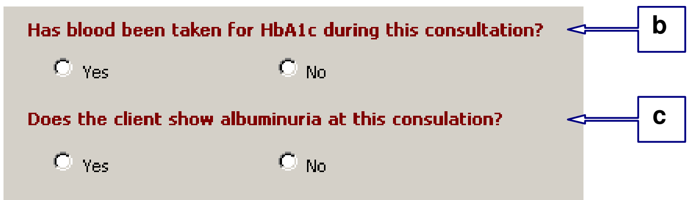
e. Select the **Cancel** button to cancel this data entry task and return to the Main Screen.

f. Select the **Undo** button to reset the Health Program Events screen.

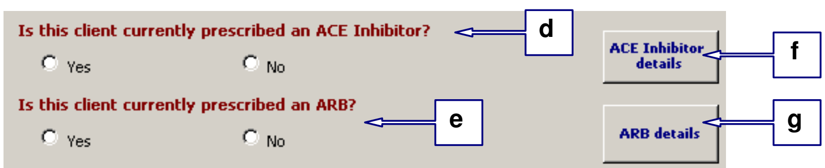
g. Select the **Finish**… button to finish this data entry task, save the Health Program event information and return to the Main Screen.

4.3.1.3 Diabetes Care Plan Data Entry Screen.

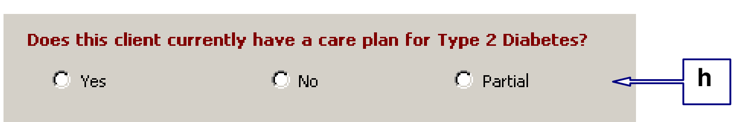
a. Select **Yes** or **No**. Depending on your selection different sections of the screen will become active. If you select No, the Diabetes screen will close. If **Yes** is selected the following sections of the screen will become active.



b. Select **Yes** or **No**. This information is required to complete the Diabetes screen.
c. Select **Yes** or **No**. If you select **Yes** then the following section of the screen will become active. If you select No you will still need to complete the clients diabetes care plan details further down the screen.

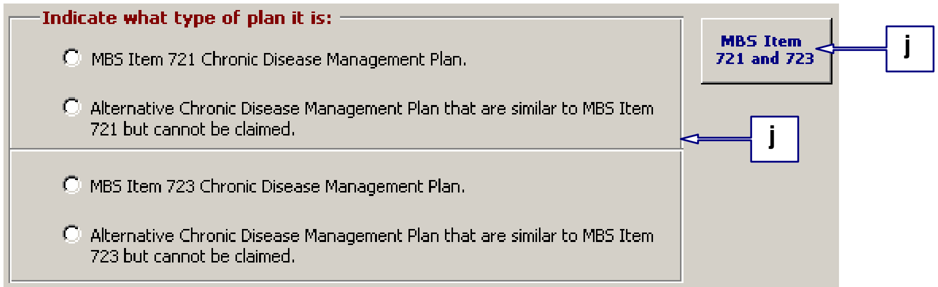


d. Select **Yes** or **No**. This information is required to complete the Diabetes screen.
e. Select **Yes** or **No**. This information is required to complete the Diabetes screen.
f. If you need more information on ACE Inhibitors press this button to display an information screen on common ACE Inhibitors.
g. If you need more information on **ARB's** press this button to display an information screen on common **ARB's.**



h. Select **Yes**, **No** or **Partially Completed**. Depending on your selection, different sections of the screen will become active.

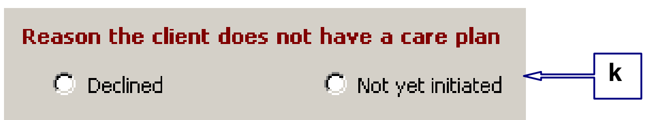
If **Yes** or **Partially Completed** is selected the following section of the screen will become active.



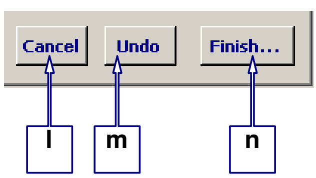
i. Select the type of care plan that the client is on. You can select one choice from each box.

j. If you need further clarification on the MBS Items then select this button for an information screen on these MBS Items.

If **No** is selected the following section of the screen will become active.



k. Select the reason why the client is not currently on a care plan.



l. Select the **Cancel** button to cancel this data entry task and return to the Main Screen.

m. Select the **Undo** button to reset the Health Program Events screen.

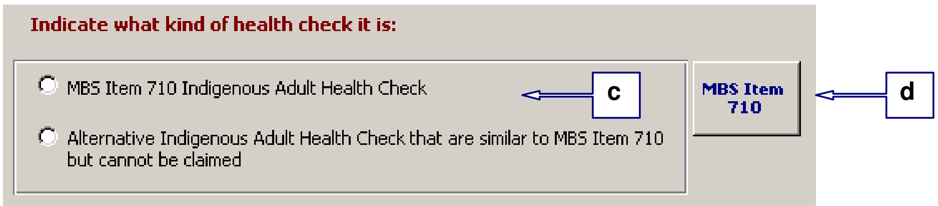
n. Select the **Finish**… button to finish this data entry task, save the Health Program event information and return to the Main Screen.

4.3.1.4 ATSI Health Check Data Entry Screen.

a. Select the client's age group. The next section of the screen will become active

b. Select **Completed** or **Partial**. If **Partial** is selected the **ATSI Health Check** screen will close. If completed is selected then the following sections of the **ATSI Health Check** screen will appear.

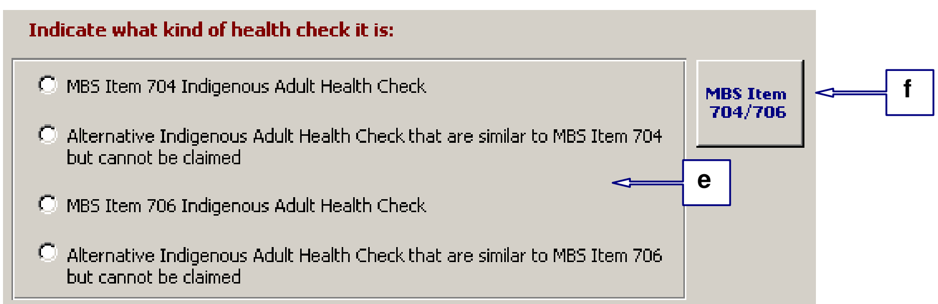
If the **15** – **54** age group is selected the following section of the ATSI Health Check screen will appear.



c. Select the type of health check that the client has had.

d. If you need further clarification on the MBS Items then select this button for an information screen on these MBS Items.

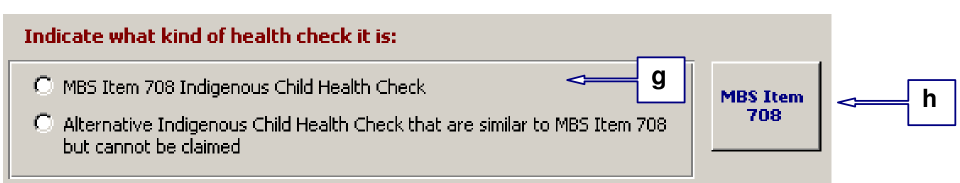
If the **55 and 55+** age group is selected the following section of the ATSI Health Check screen will appear.



e. Select the type of health check that the client has had.

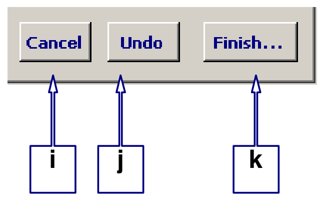
f. If you need further clarification on the MBS Items then select this button for an information screen on these MBS Items.

If the **0 – 14** age group is selected the following section of the ATSI Health Check screen will appear.



g. Select the type of health check that the client has had.

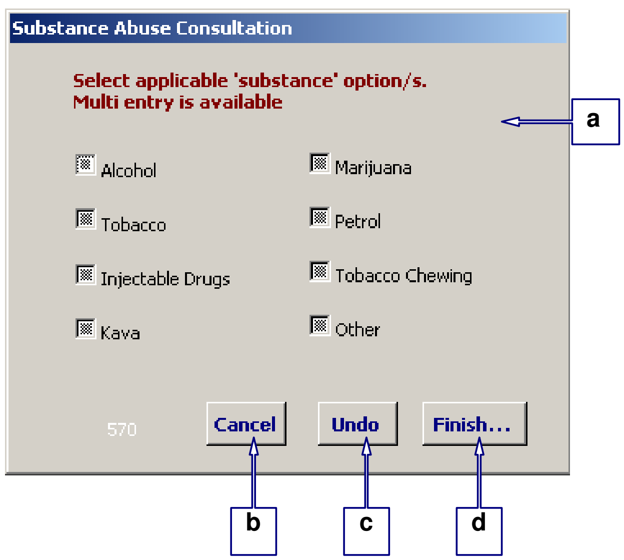
h. If you need further clarification on the MBS Items then select this button for an information screen on these MBS Items.



i. Select the **Cancel** button to cancel this data entry task and return to the Main Screen.
j. Select the **Undo** button to reset the Health Program Events screen.
k. Select the **Finish**… button to finish this data entry task, save the Health Program event information and return to the Main Screen.

5. Select any of these options by clicking in the box if these options are true. If Substance Abuse Related is true then a **Substance Abuse** screen will appear.

4.3.1.5 Substance Abuse Consultation Data Entry Screen.



a. Select the appropriate Health Program event(s) by clicking on the boxes.
b. Select the **Cancel** button to cancel this data entry task and return to the Main Screen.
c. Select the **Undo** button to reset the Health Program Events screen.
d. Select the **Finish**… button to finish this data entry task, save the Health Program event information and return to the Main Screen.

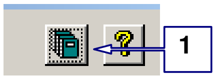
6. This is the **Undo** button. This button will undo any current data entry and reset the form to blank.
7. Click on the "**Finish**" button to save the client current consultation information. This action also resets the **Consultation Information** screen.

4.4 Delete (Consultation) Information from the Database

To delete a client record submit a change request fornm to the Data Coordinator.

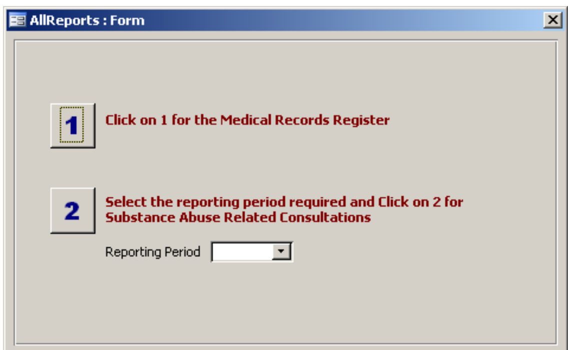
Administrative process to be developed by Remote Health Data Coordinators and Information Division.

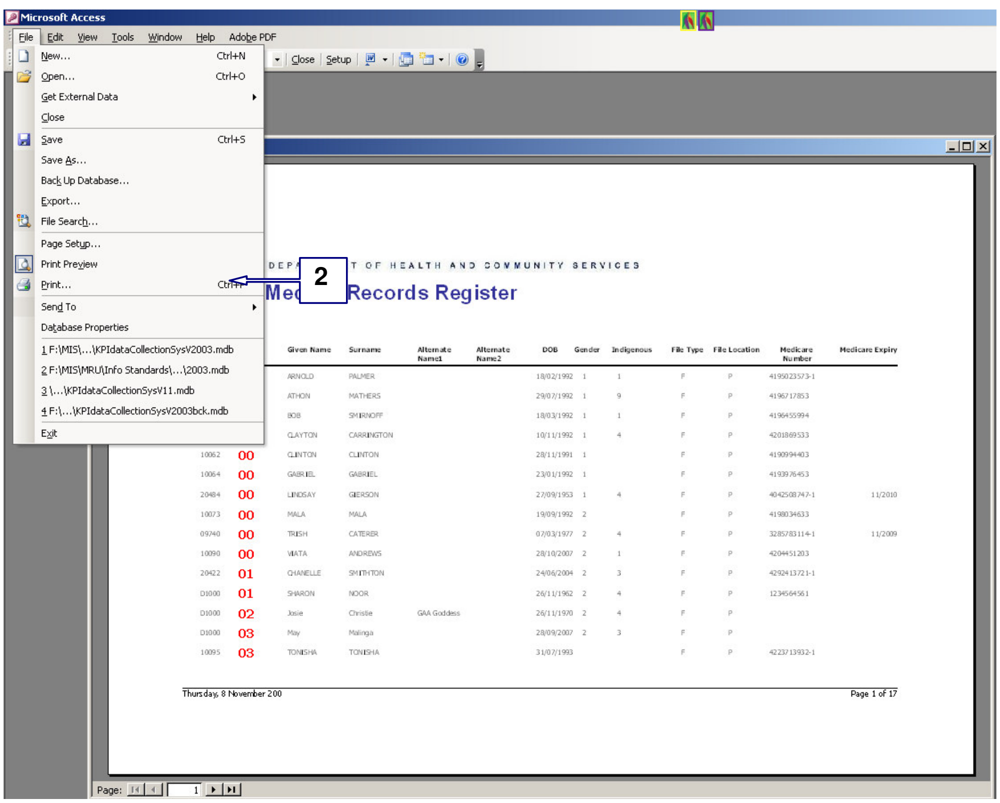
5 Reports



1. To access the reports that can be generated by the Interim Data Collection Tool click on the Report icon. This is located in the top right hand corner of the Main Screen. There are 2 reports that can be generated by the Interim Data Collection Tool. These are:

   - **Medical Records Register** report. Option 1.
   - **Substance abuse related consultations** report. Option 2. Please select the **Reporting Period** when accessing this report.





2. To print reports go to the **File/Print** options on the top toolbar of the application. This is the same process as printing from within a MS Word document.

6 Getting Help

Business Hours only

Interim Data Collection Tool Helpdesk

8999 2628

Email: ahkpi.communications@nt.gov.au

Webpage: www.nt.gov.au/health/ahkpi

Remote Health – Data Coordinators

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